



**Julie Rynerson Rock**  
Director

**Mission Statement**

*The Land Use Services Department is dedicated to ensuring a balance in the areas of housing, business, and recreational needs for the diverse cultures and communities of San Bernardino County. This is accomplished through comprehensive regional planning and enforcement of building standards, land uses, and environmental impacts.*

**GOALS**

**ADVANCE PLANNING** –  
DECREASE  
PROCESSING TIME FOR  
APPLICATIONS OR  
PERMITS

**CURRENT PLANNING** –  
DECREASE  
PROCESSING TIME FOR  
APPLICATIONS

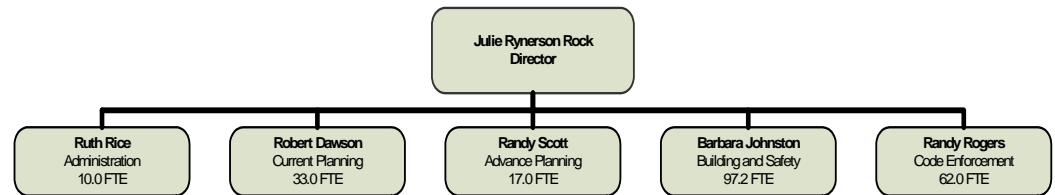
**BUILDING & SAFETY** –  
DECREASE  
PROCESSING TIME FOR  
PLAN REVIEW

**CODE ENFORCEMENT** –  
INCREASE NUMBER OF  
INITIAL INSPECTIONS  
PERFORMED WITHIN  
THREE WEEKS OF  
RECEIVING COMPLAINT

**FIRE HAZARD  
ABATEMENT** –  
INCREASE NUMBER OF  
ABATEMENTS  
PERFORMED WITHIN 5  
WEEKS OF NON-  
COMPLIANT FINAL  
NOTICE

## LAND USE SERVICES DEPARTMENT

### ORGANIZATIONAL CHART



### DESCRIPTION OF MAJOR SERVICES

The Land Use Services Department (LUSD) provides oversight for land use in the unincorporated areas of the county. This oversight begins with the county's general plan and extends to review of land use applications, adherence to building codes and enforcement of ordinances. LUSD is comprised of the following divisions:

**Administration** provides centralized budgeting, personnel, and automation services to all of the department's divisions.

**Advance Planning** oversees the implementation of the General Plan and prepares updates and annual reports as required by law; maintains the Development Code and provides external and internal interpretation of code requirements. The Division oversees the preparation of EIRs for private and capital improvement projects and is recognized as the County lead for CEQA procedures and compliance. The Division also is responsible for the implementation of the State Surface Mining and Reclamation Act (SMARA) requirements and performs annual mine inspections and ensures adequate reclamation financial assurances for mining operations.

**Current Planning** reviews all land use applications for compliance with county codes and environmental laws, administers short-term implementing measures for land use, housing, and community design, and provides assistance to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances.

**Building & Safety** administers construction and occupancy standards to safeguard life, health, and property in the interest of the general public's welfare, throughout the unincorporated areas of the county, by applying county ordinances, state laws, and inspecting the construction, alteration, moving, demolition, repair, occupancy, and use of buildings and structures.

**Code Enforcement** administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property. The Fire Hazard Abatement program enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the county, as well as under contract with certain cities and fire districts.

### 2007-08 SUMMARY OF BUDGET UNITS

	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
<b>General Fund</b>					
Administration	-	-	-	-	12.0
Current Planning	3,406,036	3,406,036	-	-	34.0
Advance Planning	4,064,230	2,328,829	1,735,401	-	18.0
Building and Safety	10,218,677	10,218,677	-	-	98.2
Code Enforcement	5,165,959	560,300	4,605,659	-	41.0
Fire Hazard Abatement	2,867,674	2,867,674	-	-	22.0
<b>Total General Fund</b>	<b>25,722,576</b>	<b>19,381,516</b>	<b>6,341,060</b>		<b>225.2</b>
<b>Special Revenue Fund</b>					
General Plan Update	39,908	-	-	39,908	-
<b>Total Special Revenue Fund</b>	<b>39,908</b>			<b>39,908</b>	
<b>Total - All Funds</b>	<b>25,762,484</b>	<b>19,381,516</b>	<b>6,341,060</b>	<b>39,908</b>	<b>225.2</b>

## GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

### GOAL 1: ADVANCE PLANNING - DECREASE PROCESSING TIMES FOR MINING APPLICATIONS OR RECLAMATION PERMITS

*Objective A: Process mining applications/reclamation permits through approval or denial within 9 months with a Negative Declaration or 15 months with an Environmental Impact Report.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
1A. Percentage of mining applications and reclamation permits processed through approval or denial within proposed timeframes.	70%	86%	95%	95%	97%

#### Status

At this time, the division anticipates meeting the target or being very close to doing so. The mining section is now fully staffed with experienced employees who have improved the review and turn around time.

### GOAL 2: CURRENT PLANNING - DECREASE THE PROCESSING TIME FOR "APPLICATIONS ACCEPTED" AS COMPLETE OR RETURN TO APPLICANT IN A TIMELY FACTION

*Objective A: Process applications within 30 days as required by the Development Code.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
2A. Percentage of applications accepted as complete or returned to applicant with proposed timeframe.	80%	96%	98%	98%	99%

#### Status

The Current Planning Division has implemented a policy of advising applicants within the 30 day window period if their application is complete; in some instances, the applicant decides to withdraw an incomplete application and subsequently "re-submit" it when all of the information is available.

### GOAL 3: BUILDING & SAFETY - DECREASE THE PROCESSING TIME FOR PLAN REVIEW SERVICES TO THE ADOPTED SERVICE STANDARDS

*Objective A: Perform reviews in the following time frames:*

<i>Residential</i>	<i>- 10 working days</i>
<i>Subdivisions and multi-residential</i>	<i>- 20 working days</i>
<i>Grading and non-residential</i>	<i>- 30 working days</i>

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
2A. Percentage of plan reviews completed within proposed timeframes.	82%	90%	95%	95%	98%

### 2006-07 ACCOMPLISHMENTS

- ❖ Adoption of the General Plan Update Program
- ❖ Expansion of the Permits Plus System to provide better access and retrieval of land use maps
- ❖ Thirteen hundred Current Planning projects were accepted
- ❖ Issuance of 28,922 permits for construction valued at \$922.5 million



Land Use Services Department



Code Enforcement

Status

The increase in the number of plan reviews completed within proposed timeframes has reached its target of 95%. This is a result of several measures, which included sending plans to consultants for review, hiring an additional plans examiner, the hiring of additional building inspection field staff who relieved the plans examiners of the responsibility of providing backup inspections in the field, and utilization of building inspectors usually assigned to the field to perform simple plan reviews.

**GOAL 4: CODE ENFORCEMENT - INCREASE THE NUMBER OF INITIAL INSPECTIONS PERFORMED FROM THE DATE OF RECEIVING COMPLAINT**

*Objective A: Perform initial inspections within three weeks of receiving the complaint.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
2A. Percentage of initial inspections completed within three weeks of receiving complaint. Base is 5,000 estimated complaints per fiscal year.	75%	95%	98%	98%	99%

Status

Code Enforcement has adjusted the way complaints are taken to streamline the process. Complaints are now entered into the complaint tracking system as the clerical staff receives a call and are then forwarded to the technical staff in a shorter time frame. Technical staff now has online access to more information that needs to be researched. Through this new procedure, complaints can be processed and assigned to a Code Enforcement Officer faster, which reduces the amount of time it takes for them to get into the field for the initial inspection.

**GOAL 5: FIRE HAZARD ABATEMENT - INCREASE THE NUMBER OF ABATEMENTS PERFORMED FROM THE DATE OF NON-COMPLIANT FINAL NOTICE (NCFN)**

*Objective A: Perform abatements within five weeks of non-compliant final notice (NCFN).*

*Objective B: Enhance the Fire Hazard Abatement software and equipment as necessary to process and retrieve information from the field as inspections are being completed.*

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
2A. Percentage of abatements performed within five weeks of Non-Compliant Final Notice (NCFN).	65%	96%	98%	98%	99%

Status

Work distribution has been analyzed and work loads have been adjusted to more evenly distribute abatements so contractors can complete the necessary work in a shorter time period. Improvements are in process to the Fire Hazard Abatement computer system to improve the retrieval of information, which will allow warrants to be processed in a more efficient manner.

**APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)**

Brief Description of Policy Item	Budgeted Staffing	Appropriation	Dept. Revenue	Local Cost
1. ADVANCE PLANNING - The department received \$320,000 of ongoing general fund financing for commercial-area and community plans.	-	320,000	-	320,000
2. CODE ENFORCEMENT - The department received \$295,600 of ongoing general fund financing for three positions to enforce the off highway vehicle (OHV) ordinance.	3.0	295,600	-	295,600
3. CODE ENFORCEMENT - The department received \$50,000 of ongoing general fund financing for community cleanup projects.	-	50,000	-	50,000
4. CODE ENFORCEMENT - The department received \$500,000 of ongoing general fund financing for a countywide graffiti abatement services program.	-	500,000	-	500,000
5. CODE ENFORCEMENT - The department received \$104,000 of ongoing general fund financing for one position to enhance the OHV enforcement program.	1.0	104,000	-	104,000

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
P1. 2007/08: Initiate project and hire consultants for the Lake Gregory, Joshua Tree, and Wrightwood Community Plans. 2008/09: Develop project plan.	N/A	0%	100%	100%	100%
P2. Percentage of illegal OHV riders contacted and provided educational material regarding legal OHV areas.	N/A	55%	60%	60%	70%
P3. Percentage increase of waste and recyclable materials collected by Code Enforcement during community cleanup activities.	N/A	18%	25%	25%	30%
P4. Percentage increase in number of graffiti sites abated.	N/A	N/A	100%	100% (12,000)	25%
P5. Percentage increase in number of illegal rider contracts.	N/A	N/A	100%	100% (21,780)	25%

#### Status

- P1. Request for Proposals are in process to select consultants for these projects.
- P2. The Code Enforcement Officer positions for this program are fully staffed which allows for the additional contacts to be made.
- P3. Code Enforcement continues to increase the amount of recyclable materials collected during each community cleanup event.
- P4. Contact has been made with all of the cities to determine their interest in providing graffiti abatement in their sphere of influence.
- P5. The additional position has been filled.

### 2008-09 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS), INCLUDING NEW CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS, OR BUSINESS PROCESS IMPROVEMENT (BPI) RESERVE FUNDS

Brief Description of Policy Item, CIP, or BPI reserve funds request	Budgeted Staffing	Appropriation	Dept. Revenue	Local Cost
1. Policy Item - West Mojave Plan - One Time	-	75,000	-	75,000
<p>The BLM approved the West Mojave Plan on March 2006. The West Mojave Plan is a multi-agency conservation program in the western Mojave Desert. The plan is intended to establish a regional conservation strategy for federal, state, and local governments, as well as private property owners, industries and public lands users to comply with the requirements of the state and federal Endangered Species Acts (ESAs). The proposed HCP is designed to allow for continued growth of the areas within the High Desert region, the communities of the Morongo Basin easterly to the City of Twenty-nine Palms, as well as the City of Barstow and surrounding areas. Several follow-on actions still must be taken by state agencies and the 11 cities and four counties in order for the plan to apply to private and state land.</p> <p>While the Plan is now effective on federal land, the counties and cities must adopt an HCP that meets the requirements of the US Fish and Wildlife Service and the California Department of Fish and Game in order for the plan to apply to private lands. To secure a Section 10 (a)(1)(b) permit from the USFWS and a 2081 permit from the CDFG, a detailed Habitat Conservation Plan (HCP) that complies with the federal and state ESAs is required by the wildlife agencies. While the West Mojave Plan set out a strategy and program for conservation of threatened and endangered species, it did not contain the technical details to allow direct use by local government. Thus, San Bernardino County will assume a lead-coordinating role for local government in preparation of the technical HCP. It is anticipated that this process will take up to an additional two years to complete. Much of the groundwork for the technical HCP is contained within the West Mojave Plan and both the USFWS and the CDFG are committing staff resources and grant funding to assist the County in completing the necessary follow-on work.</p> <p>A mid-year 07-08 Budget request will be submitted seeking \$100,000 as part of a local match to an Endangered Species Act Grant of \$270,000 to complete the HCP. Kern County is a partner in the plan and will also provide \$100,000. In-kind services amounting to \$70,000 from both counties will make up the balance of the matching local funds, thus providing \$540,000 to prepare the plan. An additional \$75,000 in the 08-09 Budget will be required to complete a Supplemental EIR for the HCP.</p>				
2. Policy Item - Cedar Avenue (Bloomington) Specific Plan - One Time	-	300,000	-	300,000
Preparation of a comprehensive guide for quality land development with a viable program for building and financing the infrastructure necessary to support the Cedar Avenue (Bloomington) area.				
3. Policy Item - Helendale-Silver Lakes Specific Plan - One Time	-	400,000	-	400,000
Preparation of a comprehensive guide for quality land development with a viable program for building and financing the infrastructure necessary to support the Helendale-Silver Lakes area.				
4. Policy Item - Snow Drop Road Area Plan - One Time	-	175,000	-	175,000
The Area Plan would provide more specific policy direction and development standards at a level of detail below the Region and Community Plan levels. The Snow Drop Area is in need of more precise development standards that establish residential densities consistent with the topographic, hazard overlay, infrastructure and access constraints that exist in this foothill area of the San Gabriel Mountains.				

Brief Description of Policy Item, CIP, or BPI reserve funds request	Budgeted Staffing	Appropriation	Dept. Revenue	Local Cost
5. Policy Item - Santa Ana Wash Plan - One Time	-	30,000	-	30,000
<p>In August 2002, the Board approved participation in the Upper Santa Ana River Wash Land Management and Habitat Conservation Plan Task Force. The Task Force is a consortium of public and private entities. The Board also authorized a funding contribution in the amount of \$53,117 from the General Fund Budget and an amount of up to \$53,117 from the Flood Control Budget for FY2002-03. The contributions represented a 6.061% share for the two County entities in the total plan budget. The cost shares were determined based on a benefit basis. An administrative draft of the plan and the Draft EIR have been prepared to date. However, there have been cost over-runs that have resulted in the need for budget augments to the consultant preparing the plan with corresponding requests for additional contributions from members of the Taskforce. The county and the County Flood Control District have been invoiced \$15,095 each to cover the County's share of the increased Wash Plan costs during 2007-08. This policy item is included in the 2008-09 Business Plan to cover anticipated additional costs of up to \$30,000 to complete the Final EIR and Habitat Conservation Plan (HCP).</p> <p><b>NOTE REGARDING POLICY ITEM REQUESTS:</b> <i>If all of the above policy items are recommended for funding, Land Use Services will require additional staff to manage the workload. At this time the type and skill level requirements are difficult to establish since it will be dependent on the specific policy items that are approved. Land Use Services will provide additional information through the budget preparation process.</i></p>				
6. Business Process Improvement - "Project Dox" - One-Time	-	343,200	-	343,200
Ongoing		25,200		25,200
<p>In order to show a commitment on the part of the County and the departments involved in the development and construction review process, the Land Use Services Department (LUSD) is proposing the purchase and implementation of "Project Dox". This is a third-party, web-based enhancement which enables a county-wide, end-to-end electronic process for development and construction plan review. This product will be a major step forward in addressing the commitment of the Board Supervisors to become "Green County San Bernardino" through the submission of electronic files rather than paper, provides many benefits, and will improve customer service.</p>				

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
P1. Complete the selection of a consultant for a supplemental EIR for the HCP for the West Mojave Plan.					100%
P2. Complete the selection of a consultant to prepare the Cedar Avenue (Bloomington) Specific Plan.					100%
P3. Complete the selection of a consultant to prepare the Cedar Avenue (Bloomington) Specific Plan.					100%
P4. Complete the selection of a consultant to prepare the Mountain Top Planning Area Plan.					100%
P6. Complete Installation and customization of the Project Dox software.					100%

## 2008-09 PROPOSED FEE ADJUSTMENTS

### DESCRIPTION OF FEE REQUEST

In 2008-09 the department will propose inflationary increases in fees to recover cost increases.

### SERVICE IMPACTS

With fee increase, the department can maintain current levels of service.

If there are questions about this business plan, please contact Julie Rynerson Rock, Director, at (909) 387-4141.

